

SECTION XIV: SALARY PLANNING

1. GENERAL POLICY. The Executive Director with the assistance from the Human Resource Manager, in collaboration with the Board of Trustees, shall be responsible for the development and maintenance of the Cottonwood Heights Parks and Recreation Service Area salary plan, which shall include a pay scale consisting of minimum and maximum rates of pay for each position and such intermediate steps as deemed necessary. The pay scales are maintained by the Human Resource Manager following approval of the Executive Director and the Board of Trustees.

2. PAY PLAN DEVELOPMENT AND ALLOCATION.
 - A. The Executive Director shall place each position on the pay scale. Placement on the pay scale will be based upon the duties and responsibilities defined in each individual job description, and may take into consideration the following factors:
 - (1) Ranges of pay for other positions.
 - (2) Salary surveys and market data for similar employment in both public and private organizations.
 - (3) Cost of living factors.
 - (4) The financial policy and economic conditions of Cottonwood Heights Parks and Recreation Service Area
 - B. Pay for newly hired employees shall normally be set at the minimum of the pay range assigned to a job class. However, the Executive Director may approve hires up to the midpoint of the pay range as warranted by the employees' qualification and experience, subject to the availability of funds and policies established by the Board of Trustees.
 - C. The Executive Director shall not authorize hiring above the midpoint in the pay range except in unusual circumstances and with prior approval from the Board of Trustees.
 - D. The Executive Director shall be appointed by the Board of Trustees. The Board of Trustees determines salary and compensation for the Executive Director, annually during the budget process.

3. ANNUAL PERFORMANCE INCREASES.
 - A. The Executive Director, as part of the proposed budget process, may present to

the Board of Trustees a proposed annual performance increase guideline, effective January 1 of each calendar year. This proposal shall include costs and percentages of employees involved, as well as the established criteria used to evaluate employees whom are eligible for an annual performance increase. The Board may or may not approve such actions, via the budget approval process.

- B. Benefitted employees who are eligible (See Section E below) may be considered for an annual performance increase based upon (1) funding in an approved budget (See Section A above); (2) an annual performance evaluation rating of, “3 – Meets Expectations” or better; and (3) upon the recommendation of the Department Head and approval by the *Executive* Director.
 - C. Non-Benefitted employees who are eligible (See Section E below) may be considered for annual performance increase based upon (1) funding in an approved budget (See Section A above); (2) an annual performance evaluation rating of, “3 – Meets Expectations” or better; and (3) upon the recommendation of the Department Head and approval by the Executive Director.
 - D. A re-hired-employee may be compensated at the same rate of pay at the time of their separation, and will only be considered for a annual performance increase, if the employee has a combined total of 12 months of employment from the previous employment to the current employment.
 - E. Employees at or above the pay range maximum for their assigned position shall not be eligible to receive an annual performance increase.
 - F. An employee who scores below a “3 – Meets Expectations” on their annual performance evaluation, shall not receive an annual performance increase and will be placed on an employee corrective action plan.
5. SELECTIVE SALARY ADJUSTMENT.
- A. The Executive Director may recommend a selective salary adjustment in order to mitigate an inequity caused by an increase freeze or other similar circumstances.
 - B. The Executive Director and/or Human Resource Manager shall submit a written rationale supporting the recommendation to the Board.
 - C. A selective adjustment is subject to the availability of funds and policies established by the Board of Trustees.
6. COST OF LIVING ADJUSTMENTS. The Executive Director, as part of the proposed budget process, may recommend to the Board of Trustees an annual COLA based upon the Consumer Price Index (CPI) determined by the Bureau of Labor Statistics. An approved COLA will increase the minimum and maximum of each position, listed on the pay scale,

by an approved percentage. The Board determines the percentage of the annual COLA and may or may not approve such actions, via the budget approval process.

7. PROMOTION.

- A. The Executive Director may approve a, a 5% salary increase to an employee receiving a promotion. If the new salary is below the minimum of the new range, it shall be increased to the new minimum. If the 5% increase falls in between steps on the wage scale, the employee will receive the next highest step.
- B. The Executive Director, in conjunction with the Board of Trustees may approve an increase up to the midpoint of the new range when a promotion results from an external, competitive recruitment.
- C. Such adjustments shall be based on exceptional qualifications and subject to the availability of funds and policies established by the Board of Trustees.

8. ORDER OF SALARY CALCULATION. Multiple categories of pay increases awarded simultaneously shall be calculated in the following order:

- A. Cost of living adjustment.
- B. Annual Performance Increase.
- C. Selective adjustment.
- D. Promotion.

9. REASSIGNMENT. Except when due to a demotion or a disciplinary action, an employee who is reassigned shall be paid at least the same salary received prior to the assignment.

10. RECLASSIFICATION.

- A. If the Executive Director reclassifies a position to a higher level, the Executive Director shall adjust the incumbent's salary to at least the minimum of the new range and may give, up to a 5% salary increase, based upon increased responsibility.
- B. A reclassification increase is subject to the availability of funds and policies established by the Board of Trustees.

- C. If the Executive Director reclassifies a position to a lower level, the incumbent's salary shall remain the same. If the incumbent's salary becomes redlined (exceeding the maximum of the new range), the incumbent is ineligible to receive a salary increase until the salary range increases enough to incorporate the incumbent's pay rate. An employee whose salary is redlined is also ineligible to receive cost-of-living increases until the salary is within range.
11. DEMOTION. If an employee is demoted, either voluntarily or involuntarily, the Director may treat the employee's salary according to paragraph 10.C. above or reduce the salary to the applicable pay range.
 12. SUSPENSION. An employee suspended for disciplinary reasons shall continue to be eligible to receive Cottonwood Heights Parks and Recreation Service Area retirement, health, dental, disability and life insurance programs subject to the conditions set forth.
 - A. Benefited Employees.
 - (1) The employee shall pay the employee portion of insurance premiums to continue coverage through the period of suspension.
 - (2) No vacation time or sick time will accumulate during time off without pay.
 - (3) Employee membership privileges are suspended for the length of the suspension.
 - B. Non-Benefited Employees.
 - (1) Part-time and seasonal employees do not qualify for benefits.
 - (2) Employee membership privileges are suspended for the length of the suspension.

APPROVED AND PASSED THIS _____ DAY OF _____, 20__

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____
Ben Hill, Executive Director

BOARD OF TRUSTEES

By: _____
Debbie Tyler, Chairperson